



**OFFICE OF THE DISTRICT ATTORNEY  
EASTERN JUDICIAL CIRCUIT OF GEORGIA  
SHALENA COOK JONES**

POSITION: ASSISTANT DISTRICT ATTORNEY – Levels II-IV  
DEPARTMENT: District Attorney  
SALARY: \$57,120.00-\$121,155.00  
APPLY BY: Open Until Filled

POSTING: IMMEDIATE OPENINGS FOR EXPERIENCED JUSTICE-MINDED  
PROSECUTORS INTERESTED IN A UNIQUE REMOTE TELEWORK  
OPPORTUNITY

The District Attorney's Office for the Eastern Judicial Circuit of Georgia is seeking dynamic candidates to serve as Assistant District Attorneys in its felony, misdemeanor, juvenile court, and appellate divisions. The positions are available immediately. Applications are reviewed on a rolling basis and interviews will be scheduled on a first-come-first-served basis until all vacancies have been filled.

**Job Summary:** Under the direction of the District Attorney, the selected candidate(s) will perform prosecutorial duties to support the mission and vision of the District Attorney's Office and the work of the various trial teams. Candidate(s) duties will include but are not limited to:

- (1) **Intake and Screening-** Candidate(s) will evaluate, process, and charge criminal cases; review initial and supplemental police reports to determine whether further investigation is needed, develop a theory of the case and trial strategy, and determine what, if any, additional information is needed to support same. Candidate(s) will draft accusations and indictments to prepare for filing or presentment by members of the trial teams.
- (2) **Motions Practice-** Candidate(s) are expected to draft and respond to criminal motions in a timely fashion. Such motions include, but are not limited to, motions to suppress, Jackson-Denno motions, discovery motions, immunity defense motions, motions *in limine*, motions to quash, motions for new trial, habeas corpus motions and appellate motions, ensuring that all arguments and briefs are supported by law.
- (3) **Plea Negotiations-** Based on their initial evaluation of the case, Candidate(s) will recommend a plea offer, being careful to outline the reasons therefore, and draft plea paperwork using office-issued software, i.e.- Odyssey, Tracker, which Candidates will be trained to use.
- (4) **Other-**Candidates may be asked to perform other functions or duties as needed.

**Minimum Qualifications:** Although candidates WILL NOT be required to appear in Court, he or she must:

- (1) Possess a Juris Doctorate Degree from an accredited law school.
- (2) Be a licensed attorney in good standing either in the State of Georgia OR in another state that has reciprocity with Georgia such that he or she may be sworn into the Georgia bar at the earliest opportunity<sup>1</sup>. Limited resources may be available to assist with licensure fees to those who apply early.

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<sup>1</sup> Additional information about reciprocal admission to the Georgia Bar can be found on the following websites:

<https://www.gabaradmissions.org/appinfo.action?id=3>

[https://www.gabaradmissions.org/motion\\_rule](https://www.gabaradmissions.org/motion_rule)

\*Candidates who have experience with Georgia law are strongly preferred, but not required.

- (3) Have at least two (2) years of experience in criminal court experience- either for the prosecution or defense.
- (4) Have strong writing skills and be proficient in the use of Microsoft Office products, Teams, Zoom and other basic communication platforms.
- (5) Undergo a background check, which could include fingerprinting, a criminal history background check, a motor vehicle driver's history check, credit check, and a pre-employment drug screen. Employment is contingent upon the completion and satisfactory results of each.

The Office of the Chatham County District Attorney is an Equal Opportunity/Affirmative Action Employer.

Please demonstrate your interest by submitting a cover letter and resume to the following:

**Mr. Nathanael E. Wright, Esq. Chief of  
Communications, Diversity, Inclusion & Retention**  
Office of the District Attorney, Eastern Judicial Circuit of Georgia  
133 Montgomery Street, 6<sup>th</sup> Floor  
Savannah, Georgia 31401  
Email: [nwright@chathamcounty.org](mailto:nwright@chathamcounty.org)  
Tel.: (912) 652-7308  
Fax: (912) 652-7328

**Ms. Anitra Hodge-Wilder, Office Manager and HR Director**  
Office of the District Attorney, Eastern Judicial Circuit of Georgia  
133 Montgomery Street, 6<sup>th</sup> Floor  
Savannah, Georgia 31401  
Email: [ahwilder@chathamcounty.org](mailto:ahwilder@chathamcounty.org)  
Tel.: (912) 652-7308  
Fax: (912) 652-7328

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